



Consultant Checklist

We have developed this checklist to be used as a reference prior to sending procurement packets to this Agency. Please use them as a guide to assist you with the documents required for consultants. This checklist can be used for new vendor relationships as well as contract renewals for existing vendors.

1

This procurement package is for a (check one)

☐ New Contract

☐ Contract Renewal

2

General Information:

Board -

Date Received -

Consultant -

3

✓ Checklist:

Please ensure you
have all required
documentation listed
to the right prior
to submitting your
procurement package
to PERAC.

1. New Vendor Contact Information Form

2. Retirement Board Procurement Compliance Certification

3. Vendor Certification

4. New Vendor Disclosures Form

5. Retirement Board Member Certification Form
(One form for each board member)